



Administrative Assistant

PICO Chemical Corporation, Chicago Heights, Illinois, is an ISO 9001 certified manufacturer of value based, industrial specialty chemicals and lubricants used by manufacturers of paints, inks, resins, adhesives, coatings, etc., and metal working, metal forming, steel producing, steel processing, fabrication, steel service centers, and their industry-related applications since 1976.

We are seeking an experienced administrative assistant who can fulfill receptionist duties (i.e. phone service, mail distribution), processing duties (i.e. SDS, labels, distribution, filing, recordkeeping, computer processing, backup to office positions), and miscellaneous administrative duties as required.

Primary Responsibilities

- Answers incoming telephone calls and communicate effectively with visitors, customers, sales representatives, suppliers, and various **PICO** employees (via phone, mail distribution, e-mail and verbally).
- Works with various **PICO** employees on tasks as required.
- Maintains and type revisions to **PICO** safety data sheets, product data sheets, drum labels, literature, etc. as required.
- Maintains the **PICO** paper and computer network files, forms, documents, and records as required.
- Completes a routine morning paperwork.
- Assists QHSE Specialist and Office Manager with miscellaneous administrative duties (i.e. HR, ISO 9001:2015 support) as needed.
- Primary back up and support for Customer Service / Sales Support Lead and Processing Coordinator positions.
- Makes telemarketing calls and records data accordingly under the instruction of Customer Service/Sales Support Lead.

Qualifications

- Minimum GED and five years' full-time business experience in a chemical, lubricant, or industrial office environment preferred.
- Excellent verbal and written communication, math and proof-reading skills.
- Proficiency with Microsoft Office, Excel, PowerPoint, Outlook, Adobe etc. is required.
- Individual must have excellent ability to work in an ERP system.
- Be able to work clearly under time-sensitive situations without constant supervision.

Employment Type: Hourly
Department: Office (Reports to Office Manager).
Work Schedule: 7:30 AM to 4:00 PM Monday through Friday (30-minute unpaid lunch).
Position Location: 400 E. 16th Street, Chicago Heights, Illinois.
Compensation: \$20.00 / hour.
Benefits: Medical / life insurance, dental and Aflac option available, Simple IRA with 3% Company match, 10 Days PTO 15 Days at 3 years, 8 paid holidays, clean environment.

PICO Chemical Corporation is an equal opportunity employer.



PICO Chemical Corporation
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MANUFACTURER OF SPECIALTY CHEMICALS AND LUBRICANTS

ISO
9001
Certified